

JOB TITLE:	Disability Support Worker	AWARD:	Social, Home Care and Disability Services Industry Award 2010
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THE DISABILITY TRUST

VISION

Creating an inclusive world built on trust, respect and equality, where people with a disability live the life they choose.

MISSION

The Disability Trust partners with people and their communities to support life enhancing opportunities for everyone to live, work and belong in an inclusive world.

VALUES

Our commitment to inclusion and choice is built and sustained by:

- Respect and Equality
- Trust and Honesty
- Creativity and Innovation
- Adaptability and Flexibility
- Tenacity and Resilience
- Partnership and Collaboration

THE SCOPE AND PURPOSE OF THE JOB

The Disability Support Worker is the key frontline operational role responsible for supporting and promoting independence to maximise the living, social, employment and recreational opportunities of participants with a disability. Community inclusion, independence, decision making and personal choice should be promoted through tailored support strategies focused on individual needs. All service delivery must be in line with the policies and procedures of The Disability Trust and the requirements of the relevant Disability Standards.

RESPONSIBILITIES AND DUTIES

PARTICIPANT SERVICES

- Supervise and support participants to engage in a diverse range of activities and tasks as identified in their support plans that meet their individual needs.
- Support participants to access community, social, employment and recreational activities.
- Provide assistance with self-care activities to each participant in accordance with their service plan and in a caring and supportive way.
- Work in accordance with the policies and procedures of The Disability Trust, Work Health and Safety Procedures and participant right's policies including privacy and confidentiality.
- Monitor the safety and well-being of the participants and report any concerns to the Manager.
- Ensure completion of appropriate documentation. Relevant information on participant care is to be recorded in participant notes and communication book as required.

PLANNING AND PROGRAMMING - (Relevant to disability services only)

- Participate in participant programs as required including specific training on individual participant needs.
- Assist in the lifestyle service planning, support planning and service co-ordination process for individual participants and monitor outcomes.
- Work with participants, family / carers, relevant case managers and other professionals to support the participant's individual goals.
- In conjunction with the participant, assist in developing, implementing and evaluating support strategies to attain identified individual goals.
- Participant files are updated and reviewed and health care and behaviour support plans are developed as required.
- Ensure all support provided is appropriately maintained and documented in accordance with The Disability Trust's policy and procedures.
- Where required assume the role of key worker for designated participants, including the preparation of a monthly report on participant progress.

TEAM

- Liaise extensively with other employees and the Manager to ensure the overall smooth and consistent running of the service and advise management of any potential risks to participants or the organisation.
- Ensure daily documentation is completed in accordance with the induction, employee training and the policies and procedures of The Disability Trust.
- As required at shift changeover communicate all necessary information to employees coming on shift including updates on participant well-being, any recent incidents, medication or other upcoming care requirements and significant relevant communication from family or management.
- Actively contribute to an effective team approach by maintaining a professional manner at all times, participating in training and meetings and following the Employee Code of Conduct.
- Provide back-up and support to other employees as necessary.
- Participate in Performance Development meetings to identify ongoing training and support opportunities.
- Maintain petty cash and accurate records of all expenditure.
- Notify The Disability Trust if you are unable to work your rostered shifts, with as much notice as possible.

WORK HEALTH AND SAFETY

- Participate in employee consultation processes around The Disability Trust's Work Health and Safety Policy and relevant specific work practices.
- Undertake compulsory induction, WHS training and refreshers.
- Ensure all WHS instructions and Safe Working Procedures are followed including:
 - Comply with policy and training to ensure correct manual handling (including use of hoists and positioning). Notify the Manager immediately in the event of equipment failure. Do not undertake any lifting against directions.
 - Comply with policy and training to ensure effective infection control.
 - Comply with policy and training on administration of medication.
 - Complete training and undertake competency based checks prior to working with participants assessed as having high support needs related to challenging behaviour and personal care needs.
 - Other safe working procedures as required.

- Be vigilant in monitoring individual work practices and report any concerns with respect to health and safety immediately to The Disability Trust.
- Report all hazards to supervisor promptly on appropriate form.
- Report all injuries promptly.
- Carry out all duties with diligence and due care for personal safety and the safety of others.
- Ensure safe usage of The Disability Trust's vehicles when required to drive.

INFORMATION TECHNOLOGY

- Utilise computer systems and software programs to ensure effective service delivery, communication and storage of information.

CORPORATE RESPONSIBILITIES

- Complete all compulsory training and submit all background checks to Human Resources before commencement of active shifts including updates as required.
- Display a commitment to the Mission, Vision and Values of The Disability Trust.
- Have a commitment to team work and contribute to the team and organisational performance.
- Ensure The Disability Trust Code of Conduct is adhered to at all times.
- Comply with all policies, procedures and work practices at all times.
- Ensure The National Standards for Disability Services are adhered to at all times.

CRITERIA

ESSENTIAL

- Strong commitment to provide the best quality care and support for people with disabilities.
- Reliable character.
- Well-developed communication and interpersonal skills including the ability to work and communicate effectively with participants, their families, community agencies and other professionals.
- Ability to work in a very busy environment and to work both independently and as a part of a team.
- Understanding of privacy and confidentiality issues.
- Valid Australian Driver's Licence
- A cleared Working with Children Check (WWCC)
- Working with Vulnerable People Card (ACT)
- Current National Criminal History Check (cleared within the last 12 months)

DESIRABLE

- Certificate III in Disability or other relevant qualification or working towards obtaining qualification within 12 months.
- Experience in the delivery of personal care services and/or challenging behaviours is viewed favourably.
- Current First Aid Certificate unless specified otherwise.

PERSONAL QUALITIES

- Being adaptable to changing circumstances and being able to prioritise work.
- Participant focused.
- Commitment to social justice and inclusion and valuing difference and diversity.
- High standard of personal integrity.
- Ability to collaborate with others to achieve common goals.

PHYSICAL CRITERIA

- Frequent lifting up to 16kg.
- Frequent bending at knees and / or hips.
- Kneeling.
- High grip strength (above 15kg / 50%).
- Good cardiovascular fitness.
- Standing for long periods.
- Ability to reach overhead.
- Ability to reach below knee height.
- Ability to reach forward.
- Sitting for long periods.
- Bilateral lift 10kg.
- Unilateral carry 10kg.
- Frequent pushing / pulling.